



P: 610.692.1930

F: 610.692.9651

www.westtownpa.org

Residential Use & Occupancy Application & Inspection Checklist

General Instructions:

1. All information must be legible. Either handwritten or typed.
2. Inspections and re-inspections must be scheduled at least two weeks in advance of anticipated settlement date. A fee of \$82.50 payable to Westtown Township must be received before the inspection/ re-inspection can be scheduled. The Certificate of Occupancy Application is valid for sixty days from the date of issue.
3. If the property settlement does not occur within the 60 day timeframe, then the property will require re-inspection.
4. A Certificate of Occupancy will not be issued if there are any open permits associated with the property.
5. Westtown Township has adopted the ICC-International Property Maintenance Code (IPMC). The current code cycle is IPMC-2009. Not all buildings are the same, so some items may not apply. The **inspection criteria on page 2** are a partial summary of the most common items of concern addressed in the IPMC. Repairs (building, electrical, structural, mechanical, energy, accessibility, or plumbing) may require a building permit. Failure to secure the proper permits will delay your final CO certificate.
6. **Failure to meet any of the standards of the IPMC will require repair and re-inspection, including payment of a re-inspection fee of \$82.50.**

Township Use Only

Parcel No.: _____	Zoning Dist.: _____	Zoning Approval: _____
Permit No.: _____	Outstanding Permit(s): _____	
Inspection Fee: _____	Date Paid: _____	Check No.: _____
Re-Inspection fee: _____	Date Paid: _____	Check No.: _____

Seller Information (req.)

Name: _____

Phone: _____ Email: _____

Property Address: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Settlement Date: _____.

Buyer Information (req.)

Name: _____ Phone: _____

Sellers Agent Information (req.)

Name: _____ Phone: _____

Office: _____ Phone: _____

Email: _____ Fax: _____

Property Owners Signature

Date

A check list containing the most common items of concern during inspection is available on page 2 of this application. Failure to address these items will result in a failed inspection. The list is meant to serve as a guideline only. The inspector may choose to exercise discretion during an inspection if a violation risks the life or safety of the users. A failed inspection will require a re-inspection and payment of an additional \$82.50 in all cases.

Residential Use & Occupancy Inspection Checklist

1. Functioning smoke detectors are to be located on the ceiling or wall (8 inches below ceiling) and three feet minimum from fans or supply/return registers as follows:

- Inside of every bedroom, and
- On all floor levels (including floors with bedrooms and attics with permanent stair access)

2. Functioning Carbon Monoxide (CO) Detector are required as follows:

- If there are gas oil heaters, appliances, or fireplaces or if there is an attached garage
 - Provide one functioning CO detector outside of every common bedroom/sleeping area
- Note: only floors where there are bedrooms/sleeping areas require a CO detector

3. Functioning Ground Fault Circuit Interrupters (GFCI) are required for:

- **ALL** existing kitchen countertop, island, and peninsula receptacles regardless of sink location
- Built-in receptacles on under-cabinet lighting and/or receptacles located in appliance barns
- **All** bathroom/ powder room receptacles
Note: **ALL** bathrooms/ powder rooms are required to have at least 1 receptacle within 24" of a sink.
Bathrooms without a receptacle must have an GFCI receptacle installed.
Lighting with built-in receptacles must be GFCI protected or removed.
- **All** existing receptacles within 6 feet of a sink, basin, or utility tub

4. General Life Safety Items:

- Balusters or vertical guard rails (maximum gap of 4 inches), walls, or solid barriers on both side of stairs
- Grasable handrail required at least on one side of each stair (34"- 38" above nosing of stair)
- No plumbing hazards (leaks, improper traps, etc.)
- Electrical hazards
Prohibited: Extension cords used as permeant wiring; electric panels, receptacles, and junction boxes without covers; exposed cut wires; open electric panel "knock-outs," etc.
- No key locking deadbolts located on interior side of exterior, garage, or basement doors
- Address numbers clearly visible on mailbox and on house/garage as required
- A/C condensate or sump pump piping cannot discharge into building sewer piping or sinks
- Pressure-relief piping is required for all water heaters (pipe to be 6 inches from floor)

5. In-ground or above-ground Swimming Pools (Greater than 24" of water):

- **All** doors from dwelling directly into the pool area must have a functioning code compliant door alarm
- **ALL** gates to be self-closing and self-latching with the latch at least 54" above grade
- **All** gates to swing away from pool area
- 48 inch high (minimum) code compliant fence present and in good repair

Note: This list is to serve as a guideline only. The inspector may choose to exercise discretion during an inspection if a violation risks the life or safety of the users. A failed inspection will require a re-inspection and payment of an additional \$82.50 in all cases.